

Training Records Requirements For Certificated Airports

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Federal Aviation
Administration



PART 139.301 RECORD KEEPING

Personnel Training, Operations, 24 mos.

.303(c)

Prior to initial performance and once every 12 consecutive calendar months.

- **Airport Familiarization, marking, lighting, signs.**
 - **Access to and operations in the safety and movement areas.**
 - **Communications.**
 - **Duties under the Airport Emergency Plan.**
 - **Any additional duties under other sections.**

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Personnel Training, Operations, 24 mos.

.303(d)

**Additional training as appropriate, to comply with
the training of this part for:**

- Aircraft Rescue and Firefighting Operations (.319)**
- Handling and storage of hazardous materials (.321)**
 - Self-inspection Program (.327)**
 - Pedestrians and Ground vehicles (.329)**
 - Wildlife Hazard Management (.337)**
 - Airport Condition reporting (.339)**

PART 139.301 RECORD KEEPING

Personnel Training, Operations, 24 mos.

.303(c) and (d)

Records shall, as a minimum, consist of a listing for:

- Each individual.**
- A description of training**
- The date of training**

PART 139.301 RECORD KEEPING

Emergency Personnel Training 24 mos.

.319(i)(2)

All rescue and Firefighting personnel are properly trained to perform their duties prior to initial performance and receive recurrent instruction every 12 consecutive calendar months.

The curriculum for initial and recurrent shall include at least the following:

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Emergency Personnel Training 24 mos.

.319(i)(2)

- **Airport Familiarization**
- **Aircraft Familiarization**
- **ARFF Personnel Safety**
- **Emergency Communications**
- **Use of hoses, nozzles, turrets and appliances**
- **Application of types of extinguishing agents**
- **Emergency Aircraft evacuation assistance**
- **Firefighting operations**
- **Adapting and using structural equipment for ARFF**
- **Aircraft cargo hazardous materials and goods**

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Emergency Personnel Training 24 mos.

.319(i)(2)

- **Familiarization with ARFF duties under the Airport Emergency Plan**
- **Participate in at least one live fire drill prior to initial performance and every 12 consecutive calendar months**
- **At least one individual trained and current in basic emergency medical services**

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Emergency Personnel Training 24 mos.

.319(i)(5)

Records shall be maintained of all training given to each individual under this section for 24 consecutive calendar months after completion of training. These records shall include, as a minimum:

- The name of each individual.**
- A description of the training received.**
- The date the training was received.**

PART 139.301 RECORD KEEPING

Airport Fueling Agent Inspection

.321(b)

Certificate holder must establish and maintain standards authorized by the administrator for protecting against fire and explosion in storing, dispensing and handling of fuel on the airport.

These standards must cover facilities, procedures and personnel training and must address at least the following:

PART 139.301 RECORD KEEPING

Airport Fueling Agent Inspection

.321(b)

- **Bonding**
- **Public protection**
- **Control of access to storage areas**
- **Fire safety in fuel farm and storage areas**
- **Fire safety in mobile fuelers, fuel pits and cabinets**
- **Training of fueling personnel in fire safety as required in .321(e)**
- **The fire code of the public body having jurisdiction over the airport**

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Airport Fueling Agent Inspection 3 mos
.321(d)

Each certificate holder must inspect the physical facilities of each airport fueling agent at least once every 3 consecutive calendar months for compliance with (b) of this section and maintain a record of that inspection for 12 consecutive calendar months.

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Airport Fueling Agent Inspection 24 mos
.321(e)(1)

The training required in (b)(6) must include:

- **At least one supervisor with each fueling agent must complete an aviation fuel training course in fire safety that is authorized by the administrator and receive recurrent instruction every 24 consecutive calendar months.**

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Airport Fueling Agent Inspection 24 mos
.321(b)(2)

And The training required in (b)(6) must also include:

- **All other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel must receive on-the-job training and recurrent training every 24 consecutive calendar months.**

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Fueling Personnel Training **12 mos** **.321(f)**

Each Certificate Holder must obtain a written confirmation once every 12 consecutive calendar months from each airport tenant fueling agent that the training required in paragraph (e) of this section has been accomplished. This written confirmation must be maintained for 12 consecutive calendar months.

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Self – Inspection **12 mos**

.327(c)(1) record of inspection

Prepare and maintain for at least 12 consecutive calendar months, a record of each inspection prescribed by this section, showing the conditions found and all corrective actions taken.

.327(c)(2) training **24 mos**

Prepare records of all training given to each individual in compliance with this section that includes, at a minimum, a description and date of training received. These records must be maintained for 24 consecutive calendar months

PART 139.301 RECORD KEEPING

Movement areas and safety areas .329(e)

**Each Certificate Holder must ensure that each employee, tenant Or contractor is trained on procedures [.329(b)] required for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles,
INCLUDING CONSEQUENCES OF NONCOMPLIANCE**

PART 139.301 RECORD KEEPING

Movement areas and safety areas 24 mos
.329(f)(1)

The Certificate Holder must maintain a record of the description and date of training for each individual in Compliance with this section. The record for each Individual trained shall be maintained for 24 consecutive Months after the individuals access to movement areas And safety areas.

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Movement areas and safety areas 24 mos
.329(f)(2)

The Certificate Holder must maintain a description of and the date of any accidents or incidents in the movement areas and safety areas involving air carrier aircraft, a ground vehicle or a pedestrian. Records of each accident or incident must be maintained for 12 consecutive calendar months from the date of the accident or incident.

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**Airport condition (NOTAMS) 12 mos
.339(d)**

The Certificate Holder must provide for the collection and dissemination of airport condition information to air carriers. In complying, use the NOTAM system, as appropriate, and other systems and procedures authorized by the Administrator.

each Certificate Holder must prepare and keep for 12 consecutive calendar Months, a record of each dissemination of airport condition information to air carriers

Airport XYZ
Training Required by Part 139
Year:_____

Note: Initial training is required.
Recurrent training required every 12 consecutive calendar months. Retain training records for 24 months.

Curriculum Sections:	139.303c1, A thru D	139.303e5, A & B and c4A	139.303c4 A	139.303c3 B, c4B, and e6	139.303c2, A & B	139.303c 3A	139.303c4. AEP	139.303c3 C & c4A, Snow Plan	Part 139.319 and .321
	March	April	May	June	July	August	September	October	November
	Airport Familiarization including Marking, Lighting, Signs	Wildlife Management Plan and Mitigation Techniques	Airport Certification Manual Duties	Self Inspection, Discrepancy Reporting, Correction and NOTAM Procedures	Pedestrian and Ground Vehicle Procedures - Movement and Safety Area Procedures	Airport Communications	Airport Emergency Plan Duties	Review Snow and Ice Control Plan	ARFF and Hazardous Substances

[illegible]

Personnel Requiring Training under Part 139

		303(c) Movement Areas	319(l)(2) ARFF	319(l)(4) Emergency Medical Services	321(b)(6) Hazardous Materials	325(g)(3) Emergency Plan	327(b)(3) Self Inspection	329(e) Pedestrians and Ground Vehicles	337(f)(7) Wildlife Plan		
Employee a	Manager	X				X	X	X	X		
Employee b	Secretary					X					
Employee c	Operations	X				X	X	X	X		
Employee d	Fire Fighter	X	X	X		X					
Employee e	FBO Supervisor				X	X		X			
Employee f	Biologist	X							X		
Employee g	Electrician	X									
Employee h	Painter	X						X			
Employee i	Tug Driver							X			

PART 139.301 RECORD KEEPING

Questions or concerns?